

Department of Revenue Services
Job Opportunity
Revenue Services Bureau Chief – Operations Bureau

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DRS Employees Only
Location: 25 Sigourney Street, Hartford, CT.
Job Posting Number: 15-10
Annual Salary: \$114,238 - \$ 155,767 (MP 72)
Closing Date: August 20, 2015

This position is being posted in accordance with CGS Section 5-227b

The Department of Revenue Services is seeking a qualified candidate to lead the Operations Bureau as Revenue Services Bureau Chief. The ideal candidate will have a thorough and complete knowledge and understanding of all current Operations Bureau functions and responsibilities along with experience in process improvement initiatives, change management, and customer service.

Examples of Duties: Directs staff and operations of the Operations Bureau; coordinates, plans and manages bureau activities; formulates, implements and evaluates bureau policies, program goals and objectives including comprehensive long and short range plans, program priorities, funding, strategies, legislation and regulations consistent with agency mission; develops or assists in development of related policy; interprets and administers pertinent laws; develops and implements performance measurements and standards; prepares Operations budget and determines priorities for expenditure of financial and related resources; implements new procedures and procedural revisions and standards; maintains contacts with individuals within and outside Operations Bureau who might impact on policy or program activities; works cooperatively with other agency operating units to effectuate high levels of external and internal customer service; may serve as liaison to outside contractors; may recommend and/or assist in drafting proposed legislation; performs related duties as required.

General Experience:

Ten (10) years of professional experience in business or public administration, auditing and/or accounting.

Special Experience: Three (3) years of the General Experience must have been in a managerial capacity accountable for planning, analysis and implementation of major programs. For state employees the Special Experience is interpreted at the level of a Tax Operations Assistant Chief.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed **State Application for Employment** (CT-HR-12) form, **clearly indicating the posting number**, and resume to:

Department of Revenue Services
Human Resources, 19th Floor
25 Sigourney St.
Hartford, CT 06106
Attention: Jacqueline Aronson

Please Note: Individuals who have previously submitted an application need not reapply

Please Note: Submit hard copy applications only.
Incomplete packages will not be accepted.

The Department of Revenue Services is an Affirmative Action/Equal Opportunity Employer